

**CLASS TITLE: SUPERVISING REGISTERED OCCUPATIONAL THERAPIST
(MENTAL RETARDATION/
DISABILITY)**

Class Code: 02802800

DETERMINATION)

Pay Grade: 32A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and supervise occupational therapy programs for mentally retarded and developmentally disabled individuals and establish treatment goals for clients through consultation with health care personnel, families and support groups; and to do related work as required.

SUPERVISION RECEIVED: Work is subject to policies and procedures established by administrators and medical staff in MR/DD settings; treatment procedures and occupational therapy techniques are subject to review by appropriate health care personnel; individual case treatments and patient status reports are discussed with members of the health care team; work is reviewed through reports and observations by superiors.

SUPERVISION EXERCISED: Plans and assigns work and work schedules to occupational therapists and other staff assistants; instructs in methods to be used and reviews the work in process and upon completion for results obtained; supervises personnel assigned to assist; provides instruction for occupational therapy students and clients' families.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and supervise occupational therapy programs for mentally retarded and developmentally disabled clients in a variety of settings, and to establish overall treatment goals for clients through consultation with health care personnel.

To coordinate occupational therapy programs with other established programs (such as recreation, physical and speech therapy) for MR/DD clients.

To direct and coordinate therapy personnel in therapeutic activities and programs.

To supervise therapy staff, students and volunteers.

To direct educational programs in occupational therapy and coordinate instructional activities in the occupational therapy area.

To examine workloads by reviewing procedures, assigning work and/or changing work assignments.

To direct occupational therapy staff meetings to convey policy decisions and procedural plans.

To plan and arrange occupational therapy inventory control procedures by reviewing need for supplies and services.

To assist with planning and preparation of occupational therapy budget by analyzing number and types of clients served and projected workloads.

To exchange information with medical staff and others in establishing appropriate client treatment plans.

To instruct the client, the client's family and other support and health care workers to continue activity outside therapy sessions by demonstrating occupational therapy procedures.

To gather and analyze information related to therapy staff disagreement and attempt to resolve problem issues.

To be responsible for keeping attendance records, status notes, and other information as necessary for client treatment.

To prepare periodic and special reports to a superior relative to the program.

To suggest adjustments in evaluative or treatment activities presented to clients by therapy staff.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods and techniques of occupational therapy; the ability to supervise occupational and activity therapy staff; the ability to analyze client statistics related to attendance and staff workload; the ability to instruct, stimulate and maintain the interest of mentally retarded and developmentally disabled clients; the capacity to communicate and analyze patient problems related to therapeutic outcomes; the ability to demonstrate tact and diplomacy in the resolution of disagreements; the ability to direct subordinates and to communicate with clients' families and support groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a program approved by the Council on Medical Education of the American Medical Association in collaboration with the American Occupational Therapy Association; and

Experience: Such as may have been gained through: employment as a registered occupational therapist in a supervisory position in a private or public hospital, rehabilitation center, community agency or institution.

SPECIAL REQUIREMENT: Must be a Registered Occupational Therapist with the American Occupational Therapy Association and must retain registration as a condition of continued employment.

Class Created: December 21, 1986

Editorial Review: 3/15/03